

Board of Commissioners

Chair Ed Wolfe
Vice Chair Rob Putaansuu
Becky Erickson
Charlotte Garrido
Danielle Murphy
Robert Gelder
Val Tollefson

Executive Director
Stuart Grogan



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**HOUSING KITSAP BOARD OF COMMISSIONERS
NOVEMBER 07, 2017
MINUTES**

Board in Attendance: Kitsap County Commissioner Ed Wolfe (Chair), Mayor of City of Port Orchard Rob Putaansuu (Vice Chair), Kitsap County Commissioner Charlotte Garrido, Mayor of City of Poulsbo Becky Erickson, Kitsap County Commissioner Robert Gelder, City of Bainbridge Island Council Member Val Tollefson, Resident Commissioner Danielle Murphy.

Attending Staff: Executive Director Stuart Grogan, Chief Financial Officer Wendy Dutenhoeffer, Single Family Director Dean Nail, Administrative Support Assistant Kathleen Fritz.

Absent: REMHP Director Holly Paterson, Project Manager of Affordable Housing Mike Brown, Finance Project Manager Lisa Glaeser.

1. Called to Order

Chair Wolfe called the meeting to order at 3:15 PM.

2. Public Comment

No public comment.

3. Consent Agenda

Commissioner Garrido moved to approve the Consent Agenda. Commissioner Gelder seconded. Motion carried unanimously.

4. Board Announcements

Commissioner Putaansuu reported that the next Port Orchard Homelessness committee meeting will be in two weeks and the focus of the meeting will be the Tiny Homes village he and Commissioner Garrido are hoping to get up and running and place in the Bethel Avenue area of Port Orchard.

Commissioner Erickson announced that the renovation of the Nelson House should be completed by November 15, 2017. She also reported that Suquamish has 5 tiny homes up and running.

Commissioner Garrido provided an update on Kitsap County Homes for All, stating that eleven tiny homes have been built thus far, and the twelfth home is currently being built by the West Sound Skills Center. She reported that they now have a location to place the homes in the Bethel Avenue area of Port Orchard, and she hopes to have them fully completed by the end of the year. Commissioner Garrido stated that the city of Port Orchard, especially the Mayor, have been very helpful in the process and it is going in a very positive direction.

5. Action Items

A. Consideration of a motion to approve Resolution 2017-18 approving the substitution of Key Bank Community Development Corporation ("Key CDC") and Corporate Housing Initiatives III Limited Partnership ("Enterprise") with HK Communities, HK's limited liability company.

Stuart reported on behalf of Lisa Glaeser, stating that this project is consistent with and almost identical to the Dye's Inlet Exit completed in the past. This resolution creates the opportunity for Housing Kitsap to execute all of the documents needed to complete the exit. Stuart referred to the examples provided in the Board packet. He stated at this time it is still unsure what Enterprise Community Investments would like to do regarding the Liberty Bay Partnership. Stuart reported that he had a phone conversation with them, just before the meeting and they are still working through the proposal with their upper-tier investors. Stuart stated he hopes to have this project completed by the end of the year, but it may be the beginning of next year before Liberty Bay is complete.

Commissioner Tollefson expressed concerns regarding the resolution, stating that the way it is written it would be approving the execution of documents on an agreement that has not yet been reached. He stated because there is no guarantee at this time, he felt that the Liberty Bay Partnership should not be included in the same resolution. Commissioner Erickson agreed and stated that she would also prefer there be separate resolutions.

Action: Commissioner Erickson moved to approve Resolution 2017-18, as stands, approving the substitution of Key Bank Community Development Corporation ("Key CDC") and Corporate Housing Initiatives III Limited Partnership ("Enterprise") with HK Communities, HK's limited liability company. Commissioner Gelder Seconded.

Commissioner Tollefson moved to amend Resolution 2017-18, removing reference of Liberty Bay Associates Limited Partnership. Commissioner Murphy seconded. Motion carried unanimously.

6. Discussion items

A. **Budget and Tenmast Update**

Wendy reported that HK continues to make good progress with the Budget. She stated that Holly and the Asset Management team are currently working on their pieces to provide for completion of the budget. If there are no delays in receiving the information from Asset Management, she hopes to have a draft completed by the next work study meeting or soon thereafter. Wendy stated that HK continues to work through Tenmast issues. Since the last work study meeting HK has been assigned a new Project Manager, by HK request, and there is already a change in progress.

B. **Almira Site**

Stuart reported that there have been no new changes at the Almira site. He stated that the Rental Assistance Demonstration (RAD) project is moving along more quickly than anticipated and now there is an opportunity to decide what to do with the property and the encampment currently residing on the property. After discussing some of the options, it was decided that at this time, to leave the encampment as is, and HK should focus its time and resources on the many other projects HK currently has underway, like RAD. The Board requested that Stuart speak with community partners and see what options are available, if it is decided to remove the encampment. There will be further discussion at the December meeting.

C. **Rental Assistance Demonstration (RAD)**

Stuart referred to a list, provided by the Washington State Housing Finance Committee, showing the allocations of Private Activity Bonds (PABs). Stuart stated that happily, there is a thirty-million dollar allocation for HK. However Congress recently released the Tax Cuts and Jobs Act and there is a proposal to eliminate PABs. If this happens, HK will not receive the thirty-million dollar allocation. Commissioner Gelder requested Stuart provide the Board with language they could use to reach out to local Congressmen regarding the possible cut of the PABs, in hopes to keep these funds. Stuart agreed to provide the Board with information needed for them to assist.

D. **Prosperity Place Update**

Dean reported that there has not been much change since the last meeting. HK is still waiting on the easements to be signed, but the seller feels confident that he should have them soon. There is anticipation of closing in the next week.

7. Further Comments

No further comments.

8. Adjourn

With no further business, Chair Wolfe adjourned the meeting at approximately 4:19 pm.

ATTEST:

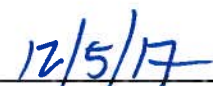


STUART GROGAN
Executive Director

ATTEST:



KATHLEEN FRITZ
Administrative Support Assistant



Date Approved